

The Management Fees Collected Report

Overview

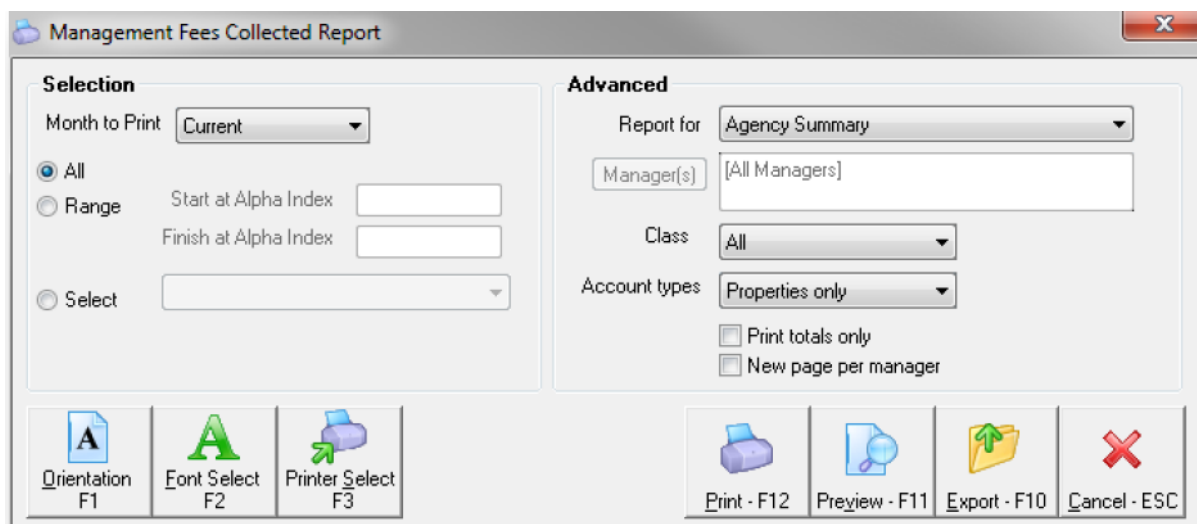
This report produces a list of properties and the fees and taxes taken in the chosen month, showing these figures exclusive of GST. It may be run for all managers, a particular manager or class of property (e.g. Commercial).

This document will cover:

- How to Produce the Manage Fees Collected report
- Report Explanation

How to Produce the Management Fees Collected Report

1. Go to Reports > Management > Management Fees Collected Report



2. Select your criteria as necessary

- Month to Print – Choose current or the month you are trying to print
- All/Range/Select – Choose ALL, a range of properties or select a property
- Manager – Leave as ALL to print the report the whole management, or choose a

manager.

- Class – You may choose to print all properties, or select from the list and print: -
 - Residential properties only
 - Commercial properties only
 - Industrial properties only
- Account Types – Select the relevant criteria
- Print Totals Only – Tick this if you do not want to show property information and only totals
- New page per manager – Tick this if you would like every property managers reporting on a separate page

3. Click on Print-F12 or Preview-F11

Report Explanation

- Management - refers to the management fees collected in the period selected
- Tax/Bank - refers to the taxes or bank fees set up against the owner that is generated against each transaction in REST (set up on Owner Details > Taxes and Charges i.e./ bank charges ticked)
- Super/Disb - refers to the supervision or disbursement fee set up against the property card (i.e. Property Details > financial)
- Letting - is total letting fees charged when charging the letting fee from the Rent Receipt > Other Payments – Charges to Owner
- Other R/AC - is an accumulative total of all transactions posted to the internal accounts marked as Revenue Accounts (revenue recovery ticked on the taxes and charges tab of the internal owner account)
- Creditor R/AC - is an accumulative total of all the disbursements to creditors marked as Revenue Accounts (revenue recovery ticked on the payments tab of the creditor details)

NOTE: Postage and Sundries are not shown on this report.

MANAGEMENT FEES COLLECTED REPORT - GST EXCLUSIVE

Reported Period: Current period only.

From: 1 to: ZZZZZZZZZZ - All Properties

Property	Owner	Management	Tax/Bank	Super/Disb	Letting	Agreement	Other R/AC	Creditor R/AC	Total
UNIT 2/40 GIBSON STREET	DOUGLAS	0.00	0.50	0.45	0.00	0.00	0.00	0.00	0.95
44 King Street	BLOOM	357.75	0.50	0.45	0.00	0.00	0.00	0.00	358.70
	TOTAL (2)	357.75	1.00	0.90	0.00	0.00	0.00	0.00	359.65
Manager: GC									
34 ARCHER STREET	ROGERS1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
UNIT 4/23 BAY STREET	STONE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
COMMON AREA 40 GIBSON ST	DOUGLAS	0.00	0.50	2.45	0.00	0.00	0.00	0.00	2.95
UNIT 1/40 GIBSON STREET	DOUGLAS	0.00	1.00	2.90	0.00	0.00	0.00	230.91	234.81
UNIT 3/40 GIBSON STREET	DOUGLAS	443.92	1.00	2.90	249.79	30.00	25.00	409.09	1161.70
UNIT 4/40 GIBSON STREET	DOUGLAS	0.00	1.00	0.90	0.00	0.00	25.00	0.00	26.90
COMMON AREA 10 HUDSON ST	BALDWIN1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SUITE 1, 10 HUDSON STREET	BALDWIN1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SUITE 3, 10 HUDSON STREET	BALDWIN1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SUITE 4, 10 HUDSON STREET	BALDWIN1	145.70	0.00	0.00	0.00	0.00	0.00	0.00	145.70
1/1 MONEYPENNY ROAD	BOND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
55 STAR STREET	SPEARS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10 Waratah Street	FORDH	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SUITE 2, 10 HUDSON STREET	YOU	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL (14)	589.62	3.50	9.15	249.79	30.00	50.00	640.00	1572.06
Manager: NK									
3/25 BROSANAN PLACE	YOU	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1/2 Gosford Avenue	SPEARS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2/2 Gosford Avenue	SPEARS	100.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00
4/2 Gosford Avenue	SPEARS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SUITE 2, 10 HUDSON STREET	BALDWIN1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4 LIAISON AVENUE	MALCOVICH	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
15 MOORE COURT	BOND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3/25 BROSANAN PLACE - SOLD	BOND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL(8)	100.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00

01/05/2020 3:44 pm AEST